



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 7<sup>th</sup> INFANTRY DIVISION AND FORT CARSON  
OFFICE OF THE COMMANDING GENERAL  
FORT CARSON, COLORADO 80913-5000



REPLY TO  
AFZC-CG

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Commanding General Policy Letter #25 - Supply and Procurement**

**1. Purpose.** This memorandum establishes Fort Carson policy relative to authorized supply transactions and commercial procurements.

**2. Applicability.** The provisions of this policy are punitive in nature. Violations of this policy are punishable as violations of a lawful general order under Article 92 of the Uniform Code of Military Justice (UCMJ). Personnel not subject to the UCMJ who fail to comply with the provisions of this policy are subject to criminal, administrative, and/or other disciplinary actions unauthorized by law and regulation.

**3. Policy.**

(a) Rules limiting who may legally bind the Government in the acquisition of goods and services are based on the need for control over what we buy and how much we spend. What we buy is determined by an established process that sets priorities. If someone causes us to spend our limited funds for non-priority items, a priority need will go unfilled. How much we have to spend is determined by a very detailed and strict budgetary process. If we make commitments in excess of the funds available, we are subject to sanctions up to criminal penalties for violations of the Antideficiency Act.

(b) No member of this command may lawfully commit the Government to any contractual obligation with a commercial firm, vendor, salesperson, or retail store to acquire products or services for the Government except a warranted contracting officer acting within the limits of his or her warrant or a Government Purchase Card (GPC) holder making an authorized purchase within his or her dollar limits.

(c) The above rule applies no matter what a commercial source may say or how easy such a source may make placement or acceptance of orders, such as by phone or over the internet.

(d) No member of this command may enter into either a supply transaction or a commercial purchase without assuring that the transaction or purchase has been properly authorized and that proper funds are available for the transaction or purchase.

(e) Especially in current times, there may be extreme pressure to make rapid commercial purchases necessary for mission accomplishment. There are authorized means to do so. Members of this command will coordinate with the Directorate of Contracting to discover those means and use them and only them. The Director of Contracting must ensure that contracting personnel are as responsive as possible to the needs of this command.

(f) Likewise, for supply transactions, members of this command will coordinate with properly authorized supply personnel, whether in the Directorate of Logistics or the G-4 or S-4 in the

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member's chain, to find the proper means to satisfy their need through the supply system. Authorized supply personnel must ensure that they are as responsive as possible to the needs of this command.

(g) No member of this command can make telephonic or internet orders directly to Army Materiel Command, Defense Logistics Agency, or General Services Administration or their prime vendors. Exceptions to this rule follow:

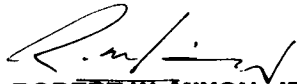
(1) Directorate of Logistics, Supply Management Office, can place telephonic orders when the following conditions are met (a) there is a valid national stock number, (b) the document number is known, (c) the requisition has been built into the Standard Army Retail Supply System with an AE\_ document identifier code and BM status code to the source of supply, and (d) purchases over \$500 are approved by battalion-level commanders; and, purchases under \$500 are approved by company-level commanders.

(2) Appointed unit representatives can use approved internet sites to generate on-line orders using document numbers and procedures established by the Directorate of Resource Management. Established procedures include routing purchase requests through brigade-level budget officers to the Directorate of Resource Management, Budget Division, for approval, cost capturing and required processing.

(h) Upon becoming aware of any commitment or obligation in excess of funds available, the unit or directorate involved will immediately contact the Director, Resource Management. Upon becoming aware of commitment to a commercial source that was not made by an authorized contracting officer or GPC holder, the unit or directorate involved will immediately contact the Directorate of Contracting.

(i) Commanders and heads of organizations and activities are directed to ensure that all their personnel are aware of and comply with this policy. Improper supply transactions or procurements, no matter how well intentioned, can cause irreparable harm to overall readiness or public confidence or both.

4. POC for this policy is the Director, Resource Management, 526-4795.

  
**ROBERT W. MIXON, JR.**  
Major General, USA  
Commanding

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